



City of Austin - JOB DESCRIPTION



Assistant Director Human Services

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10755	Salary Grade:	E00
Approved:	July 26, 2002	Last Revised:	May 14, 2008

Purpose:

Under general direction of the Director of the Health and Human Services Department, is accountable for the effective delivery of human services programs to the Austin/Travis County community. Provides leadership and management of the Human Services Division.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Defines and communicates the strategic vision of delivering human services programs to the community and direct the effective delivery of these services.
2. Identifies, evaluates and recommends new business ventures, affiliations and partnerships consistent with the strategic business plans and the growth and market objectives of the Department and City/County.
3. Represents the Department as an Executive Team Member on various boards, commissions, councils and task forces to the community needs.
4. Determines policies and defines scope of services to be rendered within legislative regulations.
5. Monitors and evaluates the adequacy of the Department's existing services and ensures the development of programs and services to respond to community needs.
6. Establishes and maintains relationships with other agencies and organizations in the community toward meeting community needs and services.
7. Serves as a member of Executive Leadership Team that determines the overall goals and direction of the Department.
8. Ensures compliance and adherence to the Department's management philosophy and mission statement.
9. Establishes and achieves financial goals and measures and monitors financial performance.
10. Responsible for development and administration of standards and procedures related to personnel, including staff development, budget and physical facilities.

Responsibilities - Supervisor and/or Leadership Exercised:

- Manage division activities.
- Perform supervisory duties, i.e., hiring, promoting, disciplinary actions, performance evaluations, etc.
- Resolve work-related problems for subordinates.
- Promote diversity, safety, customer service and employee recognition.

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the changing health and human services environment trends and changes.
- Knowledge of local, state, and federal regulations and laws governing health and human services activities.
- Knowledge of budgeting.
- Skill in developing and maintaining effective relationships with key staff, division and departmental employees, other governmental organizations and with external services.
- Skill in communicating effectively both orally and in writing.
- Ability to negotiate terms of grants, contracts and inter-local agreements.
- Ability to direct and evaluate personnel in the accomplishment of goals and objectives and demonstrated ability to manage priorities and workloads.

Minimum Qualifications:

Bachelors degree in a social work, public health, business administration, public administration or related field with five (5) years of progressively responsible management including fiscal management experience in the social service field, preferably in a large health and human service-related organization. Minimum of two (2) years supervisory experience. A Masters degree in a closely related field may substitute for two (2) years of the required experience.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.